

# Conservation District Training

**This presentation was given at the 2017 Annual Conservation Districts Partnership Conference. This training is to aid district commissioners, district employees and others in the performance of their duties.**

## Mike Brown

National Association of State Conservation Agencies



NATIONAL ASSOCIATION OF  
STATE CONSERVATION AGENCIES



DNR

# SCACD Annual Meeting

## Goals

- Learn More About South Carolina Conservation Delivery
- Learn More About Conservation Delivery Elsewhere
- Develop Tool(s) to Better Evaluate and Develop South Carolina Conservation Districts
- Group Participation
- Continue NACD Recognition



# SCACD Annual Meeting

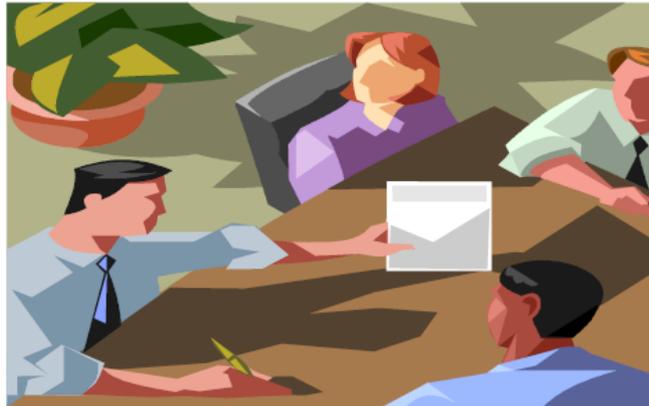
District Official Training

State Agency Responsibility by  
Statute



# SCACD Annual Meeting

## ***WHAT IS A DISTRICT COMMISSIONER ?***



## ***AN OVERVIEW OF THE COMMISSIONER'S ROLES***



# SCACD Annual Meeting

National Effort to Improve District  
Official Training

NACD District Ops Committee

NASCA

NRCS



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District\_Official\_Training\_Assessment\_UPDATED\_VERSION\_92710 [Read-Only] [Compatibility Mode]

	A	B	C	D
1	<b>Conservation District Official Training Program Assessment</b>			
2	<b>Overall Objective:</b>			
3	The overall objective is to improve each state's district official training program by offering an evaluation tool, plus assistance and materials from states that have outstanding district official training programs.			
4	State:			
5	Organization:			
6	Name & Email of Individual Completing the Evaluation:			
7	Name & Email of Individual Responsible for District Official Training:			
8	Willingness to Assist Other States:			
9	Email the Completed State Assessment to <a href="mailto:rayledgerwood@msn.com">rayledgerwood@msn.com</a>			
10	Overall Assessment Score (Average of all elements)	0.00		
11	<b>Conservation District Official Training Elements &amp; Topics</b>	<b>Numerical Assessment 10 to 0</b> 10 - Exceeds Training Need, 5 - Meets Training Need, 0 - Does Not Meet Training Need	<b>Planned Actions</b>	
12	<b>Basic Knowledge</b>			
13	<input type="checkbox"/> History of the Conservation Movement – Local, State, and National	0.00		
14	• Dust Bowl Era	0		

# SCACD Annual Meeting

## The Origin of Conservation Districts

In the early 1930s, along with the Great Depression, came an equally unparalleled ecological disaster known as the Dust Bowl. Huge black dust storms that stretched across the nation blotted out the sun and swallowed the countryside.





# SCACD Annual Meeting

Hugh Hammond Bennett

Bureau of Soils Soil Surveyor

<http://www.soil.ncsu.edu/about/century/hugh.html>

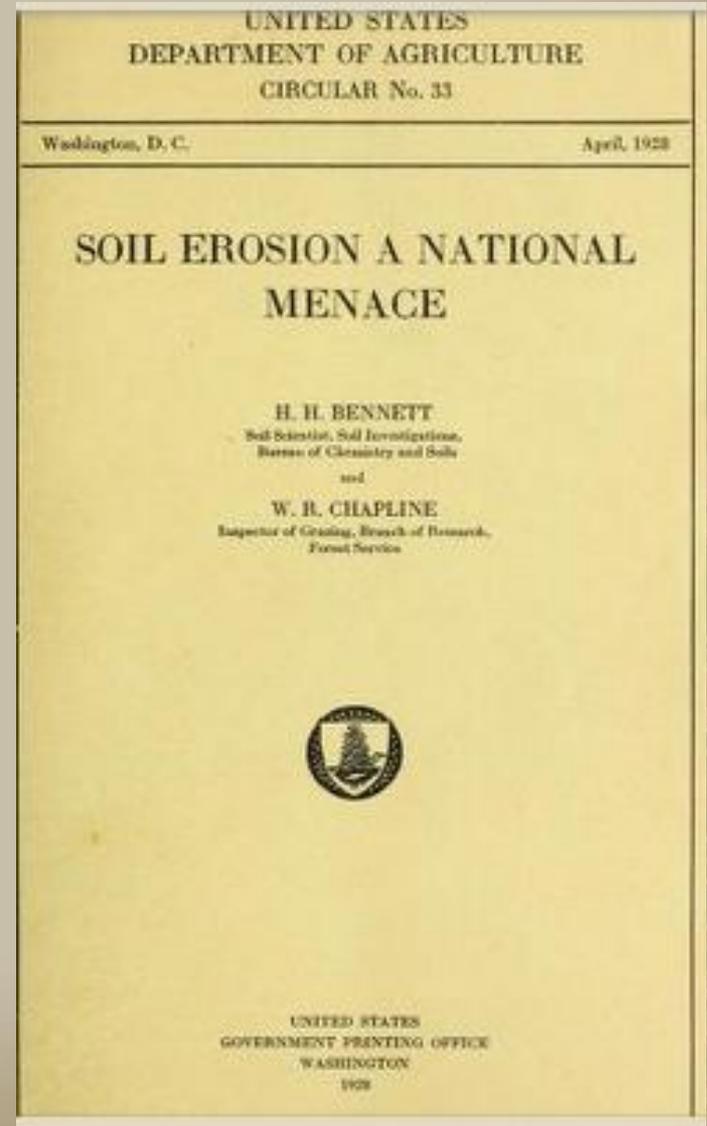


# SCACD Annual Meeting

Published

“Soil Erosion, a  
National  
Menace”  
in 1928.

(First national publication on  
soil erosion)



# SCACD Annual Meeting

Bennett helped establish the Soil Erosion Service in the Department of the Interior and became its Director in September 1933



# SCACD Annual Meeting

Testified to House Appropriations  
Committee in

***March 1935***

about soil erosion

# Dust Bowl



# SCACD Annual Meeting

Soil Conservation Act of April 27,  
1935

Hugh Hammond Bennett  
First Chief of SCS



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Because nearly three-fourths of the continental United States is privately owned, Roosevelt and Congress realized that only active, voluntary support from landowners would guarantee the success of conservation work on private land.



# SCACD Annual Meeting

The idea of soil and water conservation districts was born.



# SCACD Annual Meeting

In 1937, President Roosevelt wrote the governors of all the states recommending legislation that would allow local landowners to form soil conservation districts.

## **Model Enabling Legislation**



# SCACD Annual Meeting

## SCACD History – Important events:

- 1937 - FDR sent model district legislation to governors
- 1937 - SC Conservation Districts Law
- 1937 - First two SC conservation districts (Upper Savannah and Edisto)
- 1938 - The country's first on-farm soil conservation plan implemented in Seneca, SC
- 1945 – SC Soil and Water Committee funded by the State



# SCACD Annual Meeting

## SCACD History – Important events:

- 1946 - NACD formed (first President was E.C. McArthur from Gaffney, SC)
- 1946-47 – First NACD office in Spartanburg, SC
- 1967 – Act 619 created Watershed Conservation Districts
- 1970 – State Soil and Water Committee changed to Soil and Water Commission, then to Land Resources Commission



# SCACD Annual Meeting

## SCACD History – Important events:

- 1993 - Land Resources Commission restructured into the SCDNR
- 2013 - Historical marker for first NACD office erected in Spartanburg
- 2017 - NASCA came to town 😊



# SCACD Annual Meeting

## **What is a Conservation District**



# SCACD Annual Meeting

“...a governmental subdivision of this State, a public body corporate and politic, organized in accordance with the provisions of this chapter ...”

(Title 48, Chapter 9)



# SCACD Annual Meeting

Local government at work whose major responsibility is the management of soil and water resources

Decisions are made at the **local** level



# SCACD Annual Meeting

## District Powers

1. To conduct surveys, investigations and research relating to the character of soil erosion and floodwater and sediment damages



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## District Powers

2. To conduct demonstrational projects within the district on lands owned or controlled by this State ...
3. To carry out preventive and control measures and works of improvement for flood prevention or the conservation, development, utilization, and disposal of water within the district...



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## District Powers

4. To cooperate, or enter into agreements with and... to furnish financial or other aid to any agency, governmental or otherwise, or to any owner or occupier of lands ...
5. ...to acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property, real or personal, ...



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## District Powers

6. To develop comprehensive plans for the conservation of soil and water resources and for the control and prevention of soil erosion and for flood prevention ...
7. To sue and be sued in the name of the district...



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How many commissioners are mandated per district?



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3 elected

2 appointed by **DNR** Board



# SCACD Annual Meeting

## Associate Commissioners

- Specific skills
- Recruitment tool (test drive)
- Appointed by District Board



# SCACD Annual Meeting

## Commissioner Qualifications

Candidates for election must be qualified registered electors and residents of the district in which elected.



# SCACD Annual Meeting

## Commissioner Qualifications

Appointed commissioners shall be persons who are by training and experience qualified to perform the specialized skilled services which will be required of them in the performance of their duties under this chapter



# SCACD Annual Meeting

## Board Member Responsibilities

- Programmatic
- Financial
- Legal



# SCACD Annual Meeting

## Programmatic Responsibilities

- **Assess Conservation Needs in the District**
- Inventory Resources Available
- **Develop Annual Plans of Work** (bridge gaps between needs and available resources)
- **Long-Range (Strategic) Planning**
- Policy Development



# SCACD Annual Meeting

## Programmatic Responsibilities (cont.)

- Employee Supervision
  - Draft Job Descriptions
  - Performance Planning
  - Performance Review
  - Coaching
  - Personnel Records
  - Training and Mentoring Opportunities
  - Participation at Regional and National Levels
  - Reporting to Board, Grantors, and Public



# SCACD Annual Meeting

## Programmatic Responsibilities (cont.)

- Awareness of Conservation Programs
  - Acronyms
  - Agriculture, Forestry, & Urban Conservation
  - Partnering to Deliver Programs
  - Conservation Education
  - Conservation Planning
  - Non-Traditional Roles for Conservation Districts
  - Developing New Programs



# SCACD Annual Meeting

## Programmatic Responsibilities (cont.)

- Review Accomplishments
- Reporting
  - DNR
  - Grantors
  - State Legislature
  - Cooperators
  - Landowners
- Education
- Media



# SCACD Annual Meeting

## What are policies?

- Guidelines that regulate organizational action.
- Control the conduct of people and activities.
- Ensure a safe organized, teambuilding, empowering, nondiscriminatory workplace.



# SCACD Annual Meeting

## Why establish district policies?

District employees and commissioners need to establish and know district policies for a variety of reasons

- Employees and commissioners need to know district policies for consistent implementation.
- The district manager needs to know how much can be spent on equipment repair without board approval.
- District employees work with minimal supervision and guidance.



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A policy may be useful to:

- Eliminate confusion
- Protect the district legally
- Keep the district in compliance with government regulations, policies, and laws
- Establish consistent work standards, rules and regulations
- Provide consistent and fair treatment for employees
- Help customers define expectations



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Suggested areas where district policies may be needed:

- District office hours
- Financial management (Example: who is authorized to spend district funds and any limits on spending)
- Who in the office has keys (who has keys, is responsible for locking the building, etc.)
- Equipment policies (Example: equipment cannot be used by employees or commissioners for personal use, e.g. computers or ATV)
- Other areas where policies are needed to help carry out the day-to-day district activities.
- Personnel policies
- Whistle-blower protection



# SCACD Annual Meeting

## Personnel Policies

- Numerous personnel management problems can be avoided if each district establishes written personnel policies.
- Once written, these policies should be provided to all employees.



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## Basic Personnel Policy Items:

- Employment terms and conditions
- Compensation and benefits
- Participation with professional organizations, conferences, etc.
- Employee relations
- Performance appraisals
- Employee training
- Employee services
- Disciplinary procedures
- Non-discriminatory language



# SCACD Annual Meeting

## Personnel Manual

- Employment Terms and Conditions
- Compensation
- Employee Relations
- Performance Appraisal System
- Employee Training
- Employee Benefits
- Work Schedules
- Disciplinary Procedures
- Organizational Chart



# SCACD Annual Meeting

## Policy Review

- Policies should be reviewed annually or as prescribed.
- Consider placing an item on the board meeting agenda to discuss and establish district policies.
- Consider appointing a district employee, commissioner, or committee to draft a policy for the board's adoption to save time at board meeting.



# SCACD Annual Meeting

## **Fiduciary Responsibilities**



# SCACD Annual Meeting

## “FIDUCIARY”

Of, relating to, or involving one that holds something in trust for another.



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A "fiduciary" is one who stands in a special relationship of trust and confidence with respect to his or her obligations to others.



# SCACD Annual Meeting

“A person who is required to act for the benefit of another person on all matters within the scope of their relationship; one who owes to another the duties of good faith, trust, confidence and candor; one who must exercise a high standard of care in managing another’s money or property.”



# SCACD Annual Meeting

District commissioners must prudently represent the interests of the district **AND** its members while directing the business and affairs of the district.



# SCACD Annual Meeting

## Fiduciary Checklist for Board commissioners

- Operate within the bounds of the law.
- Ethics
- Conflicts of Interest
- Actions support mission, vision, annual plan, strategic plan
- Hire and evaluate manager or staff



# SCACD Annual Meeting

## Fiduciary Checklist for Board commissioners

- Operate within the bounds of the law
- Ethics
- Conflicts of Interest
- Actions support mission, vision, annual plan, strategic plan
- Hire and evaluate manager or staff
- Fiscal oversight
- Meeting preparation and committee participation
- Community Relations



# SCACD Annual Meeting

## Financial Responsibilities

- Annual Budget(s)
- Public Funds
- Different Protocols for Different Pots of Money
  - Federal
  - State
  - County
  - Local
  - Other



# SCACD Annual Meeting

## Financial Responsibilities (cont.)

- Approved Accounting System
- Audit Requirements
- Financial Statements
- Financial Planning
  - Investing
- Available Funding Mechanisms
- Fund Raising
- Grants and Agreements



# Funding Opportunities for South Carolina Conservation Districts

- County Funding
- State Funding
- Farm Bill Programs
- Contribution Agreements
- Grants
- Local Funds
- Fees
- Donations
- Penalty Funds
- Mitigation Funds
- Taxes



# SCACD Annual Meeting

## **Legal Responsibilities**



# SCACD Annual Meeting

South Carolina Code Online

<http://www.scstatehouse.gov/code/statmast.php>



# SCACD Annual Meeting

SCDNR

Statutory role of assistance and  
coordination for the districts



# SCACD Annual Meeting

South Carolina Code

Title 48

Chapter 9

Soil and Water Conservation  
Districts Law



# SCACD Annual Meeting

South Carolina Code  
Title 30

Freedom of Information Act



# SCACD Annual Meeting

South Carolina Code

Title 8

Chapter 13

Ethics, Government Accountability,  
and Campaign Reform



# SCACD Annual Meeting

South Carolina Code

Title 48

Chapter 11

Watershed Conservation Districts

Law



# SCACD Annual Meeting

## **Roles and Responsibilities of Local, State, and National Associations and Partners**



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## National Conservation Partnership

- NRCS
- NACD
- NASCA
- NCDEA
- NARCDC



# SCACD Annual Meeting

## SCDNR

- Offer assistance to districts and Commissioners
- Keep Commissioners informed
- Coordinate and facilitate information exchange between districts
- Prepare guidelines for districts and help them develop policies and procedures



# SCACD Annual Meeting

The USDA Natural Resources Conservation Service (NRCS) is a federal agency with the goal of conserving natural resources on private land. NRCS primarily works through a **voluntary incentive based program for privately owned lands**, and also with other private and public resources and units of government. Many Districts have an NRCS employee housed in local USDA Service Centers.



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A memorandum of understanding was executed between USDA and Conservation Districts at the time of its organization. This Mutual Agreement and the Cooperative Working Agreement **allows the District to utilize the technical services of NRCS.**



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In general, the Cooperative Working Agreement addresses:

- Cooperation
- Information Sharing
- Program Delivery
- Office facilities
- Vehicles
- Equipment
- Records Management
- Funding Liability



# Agreements at a Glance

Basic framework  
for cooperation  
with USDA

Mutual  
Agreement

**Signed by:**

- Secretary
- Governor and/or Tribal Council
- District and/or Tribe

Basic framework  
for state  
cooperation

Cooperative  
Working  
Agreement

**Signed by:**

- NRCS
- State conservation agency  
and/or Tribal Council
- District and/or Tribe

Locally developed  
detailed working  
arrangements

Operational  
Agreement

**Signed by:**

- NRCS
- District
- Others as deemed necessary by  
district



# SCACD Annual Meeting

## SCACD Mission

*The Mission of the SCACD is to protect the natural resources of South Carolina through its 46 member Conservation Districts by providing the leadership, information, and tools which enable Districts to achieve their goals.*



# SCACD Annual Meeting

## SCACD Leadership

- President
- Vice-President
- Secretary/Treasurer
- Past President



# SCACD Annual Meeting

SCCDEA

To promote professional  
development of Conservation  
District employees



# SCACD Annual Meeting

## National Association of Conservation Districts

- The National Association of Conservation Districts (NACD) formed in 1946, is a non-governmental, non-profit organization which represents nearly 3000 Conservation Districts nationally.
- NACD maintains offices in Washington D.C. and has regional representatives throughout the country.
- NACD has established a strong voice on soil, water and other natural resource concerns at the national level.



# SCACD Annual Meeting

## Other Partners

### Agencies:

- FSA
- USFWS
- USFS
- State Agencies
- SCDOT
- SCDA

### NGOs:

- DU
- TNC
- NASCA

### Counties and Municipalities:



# SCACD Annual Meeting

## **Ethics**

(Title 8, Chapter 13)



# SCACD Annual Meeting

## Ethics

- Oath of Office
- Conflict of Interest
- Abuse of Position
- Acceptance of Gifts
- Diversity
- Nepotism
- Confidentiality



# SCACD Annual Meeting

## Oath of Office Given by Notary Public

“I, XXXXXX do solemnly affirm, that I am duly qualified according to the Constitution of this State, to exercise the duties of the Office of Commissioner of the Soil & Water Conservation District, to which I have been XXXXXX and that I will, to the best of my ability, faithfully discharge the duties thereof, and preserve, protect, and defend the Constitution of this State and of the United States of America. So help me God.”



# SCACD Annual Meeting

## Conflict of Interest

Any private or personal interest sufficient to influence or appear to influence the objective exercise of the entity's official or professional responsibilities.



# SCACD Annual Meeting

## Section 8-13-700

- A. No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated



# SCACD Annual Meeting

## B. Section 8-13-700

- B. No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest.



# SCACD Annual Meeting

## Section 8-13-705

- B. A public official, public member, or public employee may not, directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for himself or for another person in return for being:
1. influenced in the discharge of his official responsibilities;
  2. influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a governmental entity; or
  3. induced to perform or fail to perform an act in violation of his official responsibilities.



# SCACD Annual Meeting

## Section 8-13-705

- F. A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be punished by imprisonment for not more than ten years and a fine of not more than ten thousand dollars and is permanently disqualified from being a public official or a public member. A public official, public member, or public employee who violates the provisions of this section forfeits his public office, membership, or employment.



# SCACD Annual Meeting

How do your Board commissioners vote or participate in any matter in which the member or family member of the member has any financial gain or interest?



# SCACD Annual Meeting

## Non-Discriminatory Clause

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability."



# SCACD Annual Meeting

## Non-Discriminatory Clause

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, **sexual orientation, gender identity, marital status, citizenship, or veteran status.**"



# SCACD Annual Meeting

Diversity



# SCACD Annual Meeting

Gender

Race

Ethnicity

Age

Veteran Status



# SCACD Annual Meeting

Knowledge  
Cultural beliefs  
Mental Models



# SCACD Annual Meeting

## Nepotism

Favoritism granted to relatives  
regardless of merit.



# SCACD Annual Meeting

## Section 8-13-750

- F. No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.



# SCACD Annual Meeting

## Section 8-13-750

- B. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.



# SCACD Annual Meeting

**Understand Local, State, and  
Federal Laws, Rules, and  
Regulations Related to CDs**



# SCACD Annual Meeting

## Legal Responsibilities

- Conducting Board Business
  - Meetings
    - Open to Public
    - Notice
    - Quorum
    - Executive Session Rules\*
  - Robert's Rules <http://www.rulesonline.com/>
  - Meeting Agendas
- Conflicts of Interest
- Liabilities



# SCACD Annual Meeting

## Be Familiar With

- Farm Bill (Programs and Rules; Section 1619)
- SC Code Title 48, Chapters 9 and 11
- SC Code Title 8, Chapter 13
- SC Code Title 30, Chapter 4
- Title VII of the Civil Rights Act of 1964
  - Sexual Harassment
  - Equal Opportunity
- Others?



# SCACD Annual Meeting

Does your district have a FOIA  
policy?



# SCACD Annual Meeting

## Section 30-4-30

“Any person has a right to inspect or copy any public record of a public body...”

“The records must be furnished at the lowest possible cost to the person requesting the records.”



# SCACD Annual Meeting

Where do SC Conservation Districts  
obtain legal representation?



# SCACD Annual Meeting

## Section 48-9-1250

The commissioners may call upon the Attorney General of the State for such legal services as they may require or may employ their own counsel and legal staff.



# SCACD Annual Meeting

## **Employee Training**



# SCACD Annual Meeting

Does your Conservation District  
Have:

- New Employee Orientation Program
- Personnel Manual
- Written Job Descriptions for All Positions
- Annual Employee Work Plans
- Employee Evaluation Process



# SCACD Annual Meeting

What percent of your annual budget is dedicated to employee training?



# SCACD Annual Meeting

## Training Opportunities

- State Personnel Training Programs
- Statewide, Regional, or National Meetings
- Webinars
- On-Line Training
- Tuition Assistance
- Partner-Sponsored Training



# SCACD Annual Meeting

Does your Conservation District Board consider career development planning for staff?



# SCACD Annual Meeting

## **Financial Training**



# SCACD Annual Meeting

Section 48-9-30 Estimate of financial needs.

The department may require the commissioners of the respective soil and water conservation districts to submit to it such statements, estimates, budgets and other information as it may deem necessary for the purposes of this section.



# SCACD Annual Meeting

## Monthly Financial Reports

- Whose responsibility
- Are financial reports “approved” every month



# SCACD Annual Meeting

## Financial Reports May Include:

- Balance Sheet- tells us what we own and what we owe (and to whom)
- Statement of Operations- lists revenues, expenses, and margins
- Accounts Receivable Report



# SCACD Annual Meeting

## Audits

- Conduct an annual audit (may be required by law depending on your source of funds).
- The **Board** hires the auditor.
- Change auditor every 3-5 years.
- Seek an “unqualified” audit. This means that the auditor reports whether or not the financial statements fairly represent the financial condition of the district.



# SCACD Annual Meeting

## Auditor Qualifications

- Certification- CPA in good standing in South Carolina
- Independent- the auditor had no direct or indirect financial or material interest in the district
- Peer Review- the CPA belongs to and participates in a peer review program and has undergone a satisfactory peer review



# SCACD Annual Meeting

## Internal Financial Controls



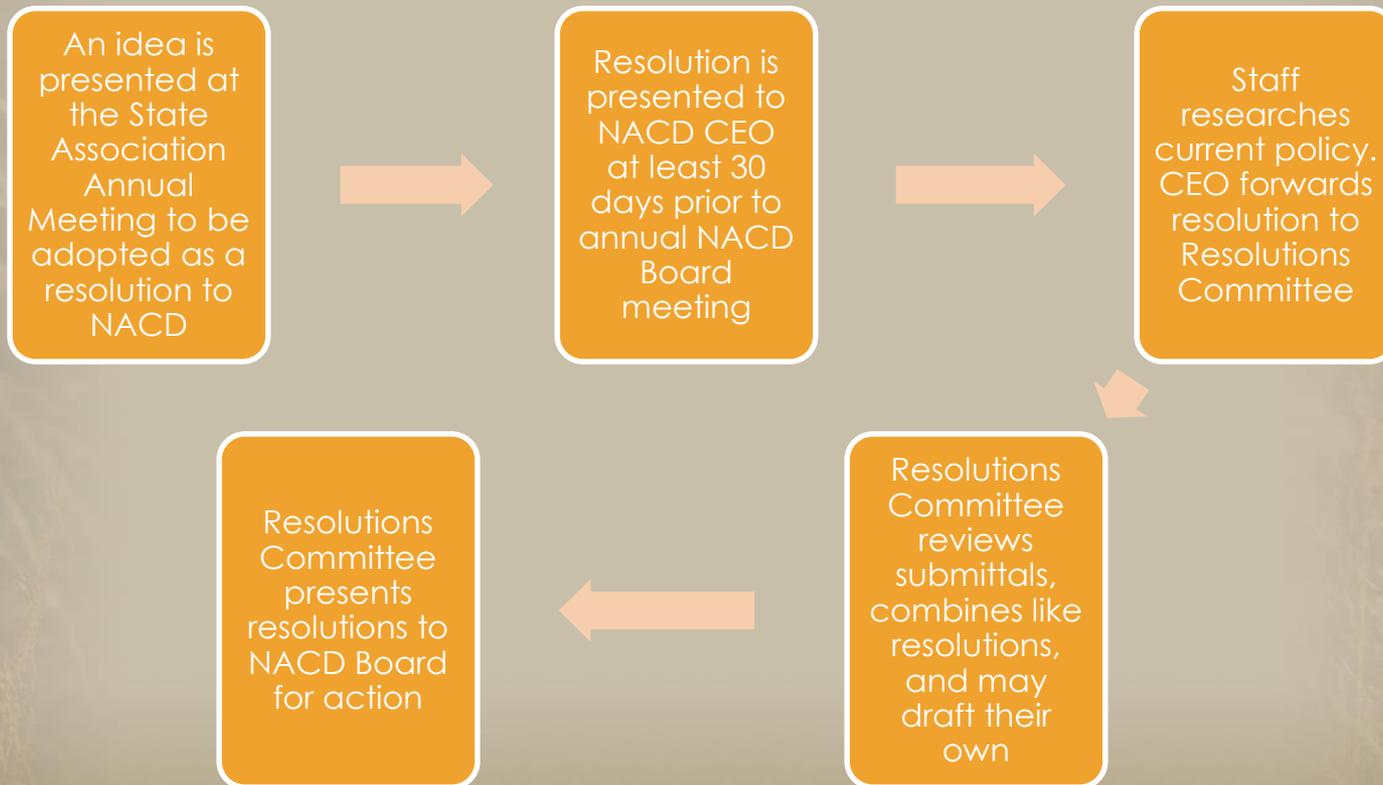
# SCACD Annual Meeting

Understanding State and National  
Resolutions Processes



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## NACD Resolutions Process



# SCACD Annual Meeting

## **Awareness of All Available Conservation Programs**



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## Available Funding Sources

- Federal Program \$
- State Program \$
- Local Program \$
- Fees
- Grants
- Landowner Contributions
- Penalty Funds
- Mitigation Funds



# SCACD Annual Meeting

## Federal Programs

- Environmental Quality Incentives Program (EQIP)
- Conservation Stewardship Program (CSP)
- Agricultural Management Assistance Program (AMA)
- Agricultural Conservation Easement Program (ACEP)
- Healthy Forests Reserve Program (HFRP)
- Regional Conservation Partnership Program (RCPP)
- Conservation Reserve Program (CRP)
- Section 319 Grant
- FEMA
- Emergency Watershed Protection Program (EWP)



# SCACD Annual Meeting

## State Programs

- Cost-Share
- E&S
- Ag planners
- Drainage



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## Local Programs



# SCACD Annual Meeting

## Grant Opportunities

- Conservation Innovation Grants (CIG)
- Regional Conservation Partnership Program (RCPP)
- 319
- [www.grantgopher.com](http://www.grantgopher.com)



# SCACD Annual Meeting

## **Legislative Process Training**



# SCACD Annual Meeting

Conservation Districts are directly affected by actions of Federal, state, and local legislators. Sometimes there is a need for new legislation to handle a natural resource issues; sometimes the issue concerns state funding for District and natural resource programs. **Elected officials react to what they read, hear, and with whom they speak.** In order to influence the legislative process, it is necessary to take action to **educate, inform, and persuade.**



# SCACD Annual Meeting

To build effective legislative relationships, Conservation District members, especially District commissioners should:

- Be informed of **issues** affecting their District and its goals.
- **Know their elected representatives** and other legislators who influence Conservation District funding and policy.
- Be **prepared** to present the case for Conservation District interests effectively.



# SCACD Annual Meeting

## Personal Contacts

- Know your topic.
- Know when and where to contact a legislator (Tuesday through Thursday).
- Make an appointment.
- Be punctual.
- Dress professionally.
- Make clear who you are and who you represent.
- Be concise and leave an informative **one-page** fact sheet as reference.
- Aides can be just as important as elected officials.



# SCACD Annual Meeting

## Written Contacts

- The letter should be mistake-free.
- Get the elected official's name right, and address the letter to "The Honorable".
- Use your own words; avoid form letters.
- Time the letter so that it arrives when the issue is still in committee.
- Be concise and limit the letter to one page.
- Explain the benefits of your position to the elected official's entire constituency.



# SCACD Annual Meeting

Assemble a list of the email addresses of the residents of your conservation district.



# SCACD Annual Meeting

Follow up any legislative contact  
with a thank you note.



# SCACD Annual Meeting

## **Awareness of Proper Protocol in Conducting Public Meetings**



# SCACD Annual Meeting

SC Code Title 30  
Chapter 4

Freedom of Information Act



# SCACD Annual Meeting

“Every meeting of all public bodies shall be open to the public unless closed pursuant to Section 30-4-70 of this chapter.”



# SCACD Annual Meeting

"Public body" means...any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, including counties, municipalities, townships, school districts, and special purpose districts, or any organization, corporation, or agency supported in whole or in part by public funds or expending public funds..."



# SCACD Annual Meeting

"Meeting means the convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power."

(Section 30-4-20)



# SCACD Annual Meeting

## Notice

“All public bodies, except as provided in subsections (B) and (C) of this section, must give written public notice of their regular meetings at the beginning of each calendar year.”

(Section 30-4-80)



# SCACD Annual Meeting

## Notice

“The notice must include the dates, times, and places of such meetings.”

(Section 30-4-80)



# SCACD Annual Meeting

## Notice

“An agenda for regularly scheduled or special meetings must be posted on a bulletin board in a publicly accessible place at the office or meeting place of the public body and on a public website maintained by the body, if any, at least twenty-four hours prior to such meetings.”

(Section 30-4-80)



# SCACD Annual Meeting

## Agenda

“After the meeting begins, an item upon which action can be taken only may be added to the agenda by a two-thirds vote of the members present and voting.”

(Section 30-4-80)



# SCACD Annual Meeting

## Minutes

“All public bodies shall keep written minutes of all of their public meetings.”

(Section 30-4-90)



# SCACD Annual Meeting

## Minutes

- Must include date, time, and place of meeting.
- Must include roster of members in attendance and actions taken, including individual voting record
- Must include record of votes taken if requested by any Commissioner
- Must include any information requested by public body at meeting



# SCACD Annual Meeting

## Executive Sessions (Section 30-4-70)

Meetings may be closed to the public for:

- Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body



# SCACD Annual Meeting

## Executive Sessions

- Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property
- The receipt of legal advice
- Discussion regarding the development of security personnel or devices
- Investigative proceedings regarding allegations of criminal misconduct



# SCACD Annual Meeting

## Executive Sessions

- Must vote to go into Executive Session
- If vote is affirmative, the Chair must publically state the reason for going into Executive Session
- Only action that can be taken is to adjourn or return to public session



# SCACD Annual Meeting

## Quorum

“means a simple majority of the constituent membership of a public body”

(Section 30-4-20)



# SCACD Annual Meeting

"**Public record**" is information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected, by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes



# Strategic Planning Cycle



# STRATEGIC PLANNING



“Strategic planning  
and strategic goals  
are a process to  
and not a result of  
running a good  
business”



# The three components of the planning process are:

**Resource Assessment:** is a document that outlines information about the natural resource needs and concerns in the District's service area and summarizes the District Board's priority issues.

**Strategic Plan:** provides clear goals and objectives to be attained within a five year time frame. Specific issues in the strategic plan comes directly from the resource assessment.

**Annual Plan of Work:** is the annual work plan for the District. It provides specific activities, timelines, evaluation expectations, and describes the responsible person and/or persons who will complete the work outlined in the plan. The content of the annual plan of work generally comes from the strategic plan.



# Resource Assessment

- Enlist the services of natural resource professionals who work within the district boundaries
- DC should be an integral part of this process
- Enlist the assistance of all potential stakeholders
- District retains leadership of this process.



# Resource Assessment

- Identify the current state and predicted state of all natural resource types in the district
- Also identify desired state for of these natural resource types
- Prioritize the district's resource concerns



# Resource Assessment

- Identify all resources available to work with
- Identify additional resources needed

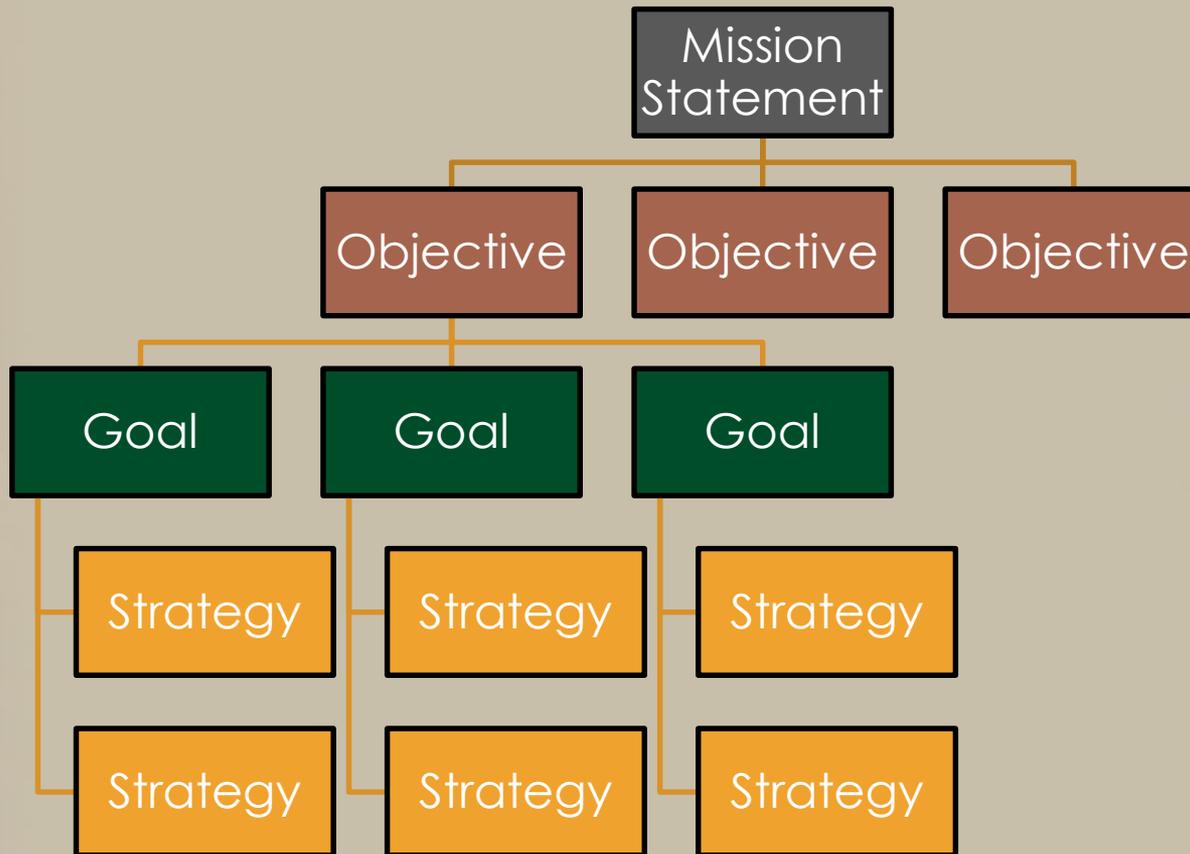


# Strategic Planning

How we get from the current state to the desired state for each natural resource type?



# Sample Strategic Plan Outline



# Mission Statement

A written declaration of an organization's core purpose and focus that normally remains unchanged over time.



# Mission vs. Vision

Mission is the cause.

Vision is the effect.



# Goals

**S**imple

**M**easurable

**A**chievable

**R**esults oriented

**T**ime sensitive

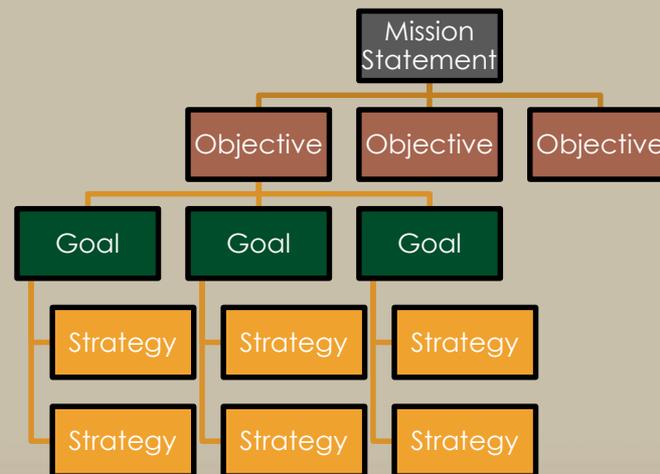


# Strategies

Specific actions taken to  
achieve goals



There is only one mission statement, but numerous objectives, goals, and strategies.



# Annual Planning

Selected strategies from the strategic plan to implement in the coming year



# Annual Planning Worksheet

Goal	Activities to be completed	Persons Responsible	Timeline	Expected Measurable Outcomes	Budget



# Effective strategic planning

- Identifies key issues and priorities
- Organizes and streamlines work
- Increases operational efficiency
- Enhances performance appraisal
- Leads to improved reporting



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## **Basic Operations**



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## Basic Operations Checklist

- Has the board reviewed CD law?
- Are comprehensive, accurate records kept of all board action?
- Are audits performed annually?
- Is CD's long-range plan amended and adopted?
- Is CD annual work plan amended and adopted?
- Are CD written agreements in place with all conservation partners?



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## Basic Operations Checklist (cont.)

- Is there a training plan for commissioners and employees?
- Are CD offices, meetings, and programs accessible to the public?
- Have audit findings been properly addressed?
- Has an annual budget been approved?
- Are monthly financial reports complete and accurate?
- Are internal controls documented and implemented?



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## Basic Operations Checklist (cont.)

- Are personnel policies in place and applied fairly?
- Is proper public notice made for all meetings?
- Are essential policies in place and adhered to?
- Is all Board action taken in general session with a quorum present?
- Do conflicts of interest exist with any board member?
- Are proper procedures followed when going into and out of Executive sessions?



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## **Election Process and Board Member Recruitment**



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## Conservation District Commissioner Terms

Elected

4 year terms

Appointed

4 year terms

Associates

not addressed in code



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Can commissioners be Removed?

YES

By Board

“For neglect of duty or malfeasance in office, but for no other reason”

(Section 48-9-1230)



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How often should the Board select  
a Chair?



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The Board may fill the vacancy of any unexpired Commissioner term by appointment upon unanimous recommendation of the remaining members.



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## General Leadership Qualities

- **Developing self and others**—the ability to continuously learn and grow, and promote the development of others
- **Relationship and consensus building**—the ability to promote strong teamwork and garner commitment and participation of others to achieve and effect positive change
- **Representing and advancing the profession**—the ability to professionally and positively represent, advocate for, and advance soil and water conservation
- **Creating and sustaining momentum**—the ability to inspire confidence and action to implement and support change



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## General Leadership Qualities (cont.)

- **Making astute decisions**—the ability to make and communicate sound, fact-based, and timely choices and decisions that reflect the long and short-term interests of the District
- **Leveraging technology**—the ability to embrace and leverage technology to promote soil and water conservation
- **Financial management**—the ability to interpret and appropriately use data within financial statements to promote the financial position of the District
- **Communicating for results**—the ability to openly, efficiently, and compellingly express ideas as a representative of the organization



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## Leadership Qualities of a Board commissioner

- Puts his/her agenda aside and does what's best for the organization
- Builds a sense of fellowship among those with whom he/she works
- Sees the big picture
- Is trusted by the other members of the Board and staff
- Communicates well, in writing and verbally
- Works well on a team
- Is accepting of people with opinions different than his/hers
- Asks questions which challenge the status quo
- Understands the organization's finances and takes fiscal responsibility
- Has a strong commitment to the mission of the organization



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## Characteristics of the “Perfect” Board Member

- Listens well
- Effectively solves problems
- Makes decisions based upon data
- Is passionate about the organization
- Understands the finances of the organization
- Focuses on the mission of the organization in all decision making
- Has a sense of vision and wants the organization to be more than it is today
- Understands the needs of the members
- Works as a team member but offers respectful dissent
- Asks probing questions, especially on matters that are unfamiliar
- Makes decisions based upon the organization’s strategic plan
- Follows through on Board and Committee assignments



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## Links Of Interest:

### **Title 48 - Environmental Protection and Conservation**

<http://www.scstatehouse.gov/code/t48c009.php>

<http://www.scstatehouse.gov/code/t48c011.php>

### **Title 30 - Public Records CHAPTER 4 Freedom of Information Act**

<http://www.scstatehouse.gov/code/t30c004.php>

